



## Office of Grant Procurement, Coordination and Management Department of Administration

### **Pending Matters: Grant Facilitation**

Met with state agency directors and division representatives with the Department of Health and Human Services, Office of Energy, and the Department of Employment, Training and Rehabilitation to better understand their respective program needs and where the Grant Office could best provide support.

Identified three grants for state agency client—two federal and one foundation—for the Grant Office to develop during calendar year 2014. These applications support existing state programs.

### **Reform Initiatives:**

Convened and facilitated monthly meetings with the State Major Sub Grantor Advisory Panel to identify challenges in grant management. Currently reviewing three areas for improvement: revising the State Administrative Manual with regard to grant administration, streamlining the number of days from Notice of Award to IFC approval to spend (further research is needed), and improving federal shutdown communications at the state level.

Completed 2013 Nevada Grant Capacity Survey of Grant Office customers. Utilizing survey responses and comments from the Director focus groups, redirected the activities and resources provided by the Grants Office to emphasize grant opportunity development and project management. The new focus and direction will be actualized in January 2014.

### **Agency Assessment: Progress Report**

Updated the strategic plan and performance indicators for the Grant Office. The new performance indicators reflect calculations from 2-year actuals rather than forecasted data.

Completely revamped and remapped the Office's website in response to focus group feedback from agency directors and response from the 2013 Grant Capacity Survey. The new site has fewer tabs for "one-click" access to resources. With a redirected focus on grant development needs, the site now includes data sets, sample applications, and other key resources. Since the changes were completed in December, the response will be reflected in the next quarter's audience overview analytics. For the second quarter, the site experienced a 10% increase in new visitors, and both the duration and number of pages visited increased over the previous quarter.

As the federal reporting for the American Recovery and Reinvestment Act is nearing its completion, all states are considering how to archive data and websites. Nevada is one of 20 states with a current website. The site is updated quarterly, to reflect active ARRA award activity. Nevada's Recovery site, [recovery.nv.gov](http://recovery.nv.gov), was refreshed and remapped during the quarter to prepare for final reporting of the

program. The analytics for the quarter indicate an increase in page views and visit duration.

Continued to provide technical assistance on SAM.gov registration and navigation. Assisted Office of Energy and Department of Administration with account renewal.

**Regional/Federal  
Activities:  
Outreach**

Provided assistance to City of Reno and City of Mesquite on grant areas of interest.

Attended the NV Rural Development Council's (NRDC) Rural Summit on Oct. 17<sup>th</sup> at the JA Nugget in Sparks. Catherine Cunningham participated on a panel discussion on capacity development. The panel included Janet Wright, NV Volunteers; Pam Borda, Elko; Kristy McGill Healthy Communities; Pat Gray, Humboldt County; and moderator, Carl Dahlen with the NRDC.

Catherine Cunningham attended the quarterly Federal Resource Partners Meeting in Reno. She discussed with SBA/HUD representatives a concept for a grant match-making event designed to bring state agencies and federal agency representatives together to learn of upcoming funding opportunities and vet proposals.

Supported the current CPM cohort by participating in the bill draft development exercise. Catherine acted as an assembly member in the mock testimony for the bill. The discussion was on Dillon's Rule which has cross-cutting implications in the business decision making of jurisdictions.

Kimberly Elliott taught marketing and grant writing session for this year's NxLevel cohort at the Reno/Sparks Indian Colony. This program is sponsored by the Nevada Small Business Development Center.

At the request of Assemblywoman Bustamante-Adams, Kimberly Elliott presented to two stakeholder groups in Las Vegas. She met a representative with St. Rose Dominican. Subsequent conversations have identified the hospital group as a willing partner and resource for federal grant development.

**Industry Issues**

Participated in the weekly ARRA National Directors' conference call—primary issues centered around the closeout of ARRA; the federal shutdown and its impacts; the Data Act; and, the new "super circular."

The new super circular, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," pre-publication copy was released December 20<sup>th</sup>. The Grant Office will review and forward as appropriate.

**Media  
Communication**

Taped a 15-minute segment for "It's Your City," a Carson City Access Television program spotlighting the Governor's Office of Economic Development's Battle Born Venture program. This innovative state-run venture capital program is

funded through a grant from the U.S. Treasury.

**Future Events:**  
**3Q FY 2014**

Winter/Spring

Project Management Class

Grant User Group Meeting: Panel Discussion on how to generate match funding

Grant Training: Western Nevada College (February 2014)

Federal/State Match-Making Event

**Other:**

Completed the Grants Office relocation to the lower level of the Nevada State Library and Archives building. The new location provides more functionality and collaborative working space.